

## APPENDIX II

### LETTERS

Letters are some of the most important tools used by the Committee and its Members to direct attention to the Y2K problem; to identify issues of concern; to make suggestions; to request information or action; and to commend outstanding efforts. This appendix summarizes many such letters, beginning with Senator Moynihan's February 9, 1996 letter to the Congressional Research Service asking for a report on the Y2K problem.

#### Member Letters

##### 1996

- February 9: From Senator Moynihan to the director of the Congressional Research Service asking that a report for Congress be prepared to address such issues as the economic cost of the Y2K problem; any organized efforts to solve the problem; and whether international cooperation was necessary
- July 31: From Senator Moynihan to the President alerting him to the Y2K problem and recommending that he appoint a Presidential aide to take responsibility for assuring that all federal agencies, including the military, are Y2K-compliant by January 1, 1999 and that all commercial and industrial firms doing business with the federal government also be compliant by that date

##### 1997

- November 17: From Senator Bennett to the President warning of the potential consequences of the Y2K problem and urging him to create an office within the Executive Office of the President to ensure the country averts potential failures and maintains a sound economy at the turn of the century

##### 1998

- March 6: From Senator Kyl to the chairman of the President's Year 2000 Conversion Council to congratulate him on his appointment and to call his attention to the issue of how the Council will approach national security and emergency preparedness planning
- March 30: From Senator Kyl to the director of the Federal Emergency Management Agency asking if the agency had assessed the impact of the Y2K problem on the telecommunications industry or the electric power industry
- March 30: From Senator Kyl to the chairman of the Federal Communications Commission expressing concern about the silence of the telecommunications industry on the subject of the Y2K problem and requesting his views on tasking the Network

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July 9: Reliability and Interoperability Council to assess what affect the Y2K problem might have on the public network  
From Senator Bennett to the commissioner of the Securities and Exchange Commission asking her to expedite the publication of a proposed legal interpretation on Y2K disclosure

### 1999

August 3: From Senator Gordon Smith to community Y2K coordinators in Oregon thanking them for their leadership in this area and encouraging their efforts (sample)

## Committee Letters

### 1998

May 22: To the administrator of the General Services Administration requesting information about the Y2K compliance of goods and services available on federal purchasing schedules

June 1: To the President asking that any sanctions brought as a result of Indian and Pakistani nuclear tests be crafted to avoid exacerbating the Y2K problem

June 2: To the President urging that the potential impact of the Y2K problem on federal operations and agency status reports be made a matter of public record

July 22: To the Speaker of the House expressing concern about the potential Y2K-related impact of H. 3736

August 6: To the president of the Institute of Electrical and Electronics Engineers commending the organization for its leadership role in directly addressing the Y2K problem and supporting free exchange of Y2K-related information

August 25: To the director of Office of Science and Technology Policy asking what efforts had been taken on various Y2K issues related to emergency telecommunications plans

October 14: To all Senate Colleagues encouraging their support and participation in their state's program with respect to the October 19-23 "National Y2K Action Week"

October 20: To the commander of the U.S. Army Medical Research Institute of Infectious Diseases requesting information on what the organization is doing to minimize the impact of the Y2K problem on its operations

October 20: To the director designee of the Center for Diseases Control and Prevention requesting information on what the organization is doing to prepare itself for potential Y2K problems

October 26: To California State Senator Tim Leslie supporting his efforts to foster dialogue on state, county, and local government emergency planning for Y2K

November 2: To the chair of the Chemical Safety and Hazards Investigation Board asking the Board to convene a meeting with the producers, users, and other impacted parties to examine the impact of the Y2K problem on automation within the chemical manufacturing industry

November 12: To the chairman of the Securities and Exchange Commission commending that agency for taking swift action to enforce Y2K disclosure requirements against broker-dealers and asking what the agency was doing to enforce such requirements outside the securities industry

November 12: To the Special Assistant to President, National Security Council, requesting a Committee briefing on various security issues related to Y2K

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- December 15: To the chief of the National Guard Bureau asking that appropriate action be taken to assure the nation that the U.S. Army and Air National Guard units are prepared to act if they are needed because of Y2K-induced emergencies
- December 21: To the chairman of the Network Reliability and Interoperability Council asking the Council to consider the threat Y2K might pose for security in the communications industry

### 1999

- January 19: To the President calling upon him to make the resolution of the Y2K problem a national priority in his State of the Union address
- February 5: To the chairman of the Securities and Exchange Commission commending the agency's analysis of Y2K disclosures and encouraging it to address firms that submitted inadequate or incomplete statements
- February 8: To the executive director of the National Sheriff's Association urging that organization to take an aggressive leadership role in spreading awareness of the Y2K problem among its leadership (similar letters were sent to the National Organization of Black Law Enforcement Executives; the International Association of Chiefs of Police; the Police Foundation; and the Police Executive Research Forum)
- February 10: To the chief executive officers of all Fortune 500 companies reminding them of the requirement for detailed Y2K disclosure and the importance of keeping customers and investors informed on such issues (sample)
- February 23: To the World Bank's Director of Energy, Mining & Telecommunications asking for his comments on a World Bank Y2K survey and other matters concerning Y2K and developing countries
- February 24: To the U.S. Attorney General asking for a report on the Department of Justice's review of the federal government's potential legal liability in connection with the Y2K problem
- March 3: To the ambassador of the Russian Federation thanking him for facilitating participation of Committee staff in a bilateral meeting between the U.S. Department of Defense and the Russian Ministry of Defense
- March 4: To all Senate Colleagues notifying them of the "National Y2K Action Week" from March 29 to April 2 and informing them that Y2K-related information was available from the Committee for them to share with their constituents
- March 15: To the Vice-President urging him to address the issue of Y2K and international stability in his meeting with the Prime Minister of the Russian Federation
- March 16: To the Secretary of Commerce requesting information on the Department's continuity of operations and contingency planning for Y2K (similar letters were sent to all critical executive branch agencies)
- March 17: To the President bringing the Committee-initiated report on the Y2K problem and industrial chemical safety to his attention and noting that federal action is necessary (similar letters were sent to the President's Council on Year 2000 Conversion, the Environmental Protection Agency, and the Occupational Safety and Health Administration)
- April 12: To the Secretary General of NATO strongly encouraging him to address Y2K at every opportunity, including NATO's 50<sup>th</sup> Anniversary Summit
- April 28: To the administrator of the U.S. Fire Administration urging collaboration between the Administration and the Federal Communications Commission with respect to the Y2K readiness of 911 (a similar letter was sent to the Defense Commissioner of the Federal Communications Commission)
- May 24: To the director of the Office of Thrift Supervision asking that efforts be made to alert the public about the potential for Y2K-related fraud and consumer scams (similar letters were sent to the Federal Deposit Insurance Corporation; the Securities and Exchange Commission; the U.S. Attorney General; the

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- Comptroller of the Currency; the Federal Trade Commission; and the National Credit Union Administration)
- June 1: To more than one thousand firms requesting information about their firms' Y2K assessment and other Y2K-related information (sample)
- June 11: To the Inspector General of the Department of Health and Human Services asking that her office conduct another survey of Medicare provider readiness for Y2K
- June 14: To the Secretary General of NATO expressing concern about the Y2K readiness of many NATO member countries
- June 15: To the Prime Minister of the Russian Federation encouraging Russia's cooperation in the Center for Y2K Strategic Stability
- June 17: To the executive director of the Association of Metropolitan Water Agencies requesting a refocused effort on the Y2K compliance of water utilities (similar letters were sent to the Association of Metropolitan Sewerage Agencies; the American Water Works Association; the National Rural Water Association; the National Association of Water Companies; and the Environmental Protection Agency)
- June 18: To all Senate Colleagues to provide them a pamphlet containing general Y2K preparedness guidelines
- June 23: To the director of the Office of Management and Budget expressing concern about executive agency contingency plans for Y2K and asking for information about these plans
- July 14: To the Prime Minister of the Russian Federation requesting a meeting and urging that Y2K be a topic of discussion in his meeting with the Vice-President
- July 27: To the Prime Minister of the Russian Federation commending his personal involvement and leadership on Y2K and urging renewed consideration of cooperation with the Center for Y2K Strategic Stability
- August 5: To all Senate Colleagues providing information of the Y2K status of the nation's pharmaceutical industry
- August 6: To the chairman of the President's Council on Year 2000 Conversion asking him to convene a chemical sector summit to assess and improve the Y2K readiness within that sector
- August 13: To the President urging that negotiations between the U.S. and the Russian Federation resume with respect to the Center for Y2K Strategic Stability
- September 9: To whom it may concern applauding the efforts of those seeking to provide the expertise, instruction, training and education necessary to carry out contingency planning at the community level